



Portland Renewable Fuel Standard
Carbon Intensity Compliance Reporting
Sample Book and Claim Report

Read this completely before submitting any book and claim report online.

This document is an example; all book and claim reports must be submitted through the RFS Compliance Database.

Reporting Deadlines for 2025:

- January 10, 2025 - Q3 2024
- April 30, 2025 - Q4 2024*
- June 30, 2025 – Q1 2025
- September 30, 2025 – Q2 2025

* Q4 book and claim reports will provide covered entities with the option to true-up or correct data reported from prior quarters within the same compliance period.

All reporting entities should review and update registration records, compliance option selection forms, or relevant sites covered by book and claim reporting before completing the online form. **This form may not be completed without uploading supporting documentation.**

Numbers noted on this sample report indicate the individual fields users will find on the online form.

Question		Response
1	Reporting period	(drop down or check box) Year - Q1, Q2, Q3, Q4, Annual or Correction?
2	If you are not a fuel importer, who is the fuel importer(s) reporting on your behalf?	(database contact look up) If not fuel importer, DONE. If fuel importer, continue.



City of Portland, Oregon | Bureau of Planning and Sustainability | www.portland.gov/bps
1900 SW 4th Avenue, Suite 7100, Portland Oregon, 97201 | phone: 503-823-7700 | tty: 503-823-6868

The City of Portland is committed to providing meaningful access. To request translation, interpretation, modifications, accommodations, or other auxiliary aids or services, contact 503-823-7700, Relay: 711.

Traducción e Interpretación | Biên Dịch và Thông Dịch | अनुवादन तथा व्याख्या | 口笔译服务 | Устный и письменный перевод
| Turjumaad iyo Fasiraad | Письмовий і усний переклад | Traducere și interpretariat | Chiaku me Awewen Kapas | 翻訳または通訳 | ການແປພາສາ ຫຼື ການອະທິບາຍ | الترجمة التحريرية أو الشفهية | Portland.gov/bps/accommodation

Fuel importers and position holders that have taken responsibility for book and claim compliance must report the following volumes (in net gallons) to calculate the Total Diesel Volume (TDV) for the quarter covered by this report:

Type of Activity		Required Data Collection for Total Diesel Volume (TDV)*	Volume in net** gallons
3	Imports	The total volume of petroleum diesel fuel imported to Oregon	
4		The total volume of renewable diesel fuel imported to Oregon	
5		The total volume of biodiesel fuel imported to Oregon	
6	Purchased****	The total volume of petroleum diesel fuel purchased in Oregon	
7		The total volume of renewable diesel fuel purchased in Oregon	
8		The total volume of biodiesel fuel purchased in Oregon	
9	Sold****	The total volume of petroleum diesel fuel sold above the rack in Oregon	
10		The total volume of renewable diesel fuel sold above the rack in Oregon	
11		The total volume of biodiesel fuel sold above the rack in Oregon	
12	Exported	The total volume of petroleum diesel fuel exported from Oregon	
13		The total volume of renewable diesel fuel exported from Oregon	
14		The total volume of biodiesel fuel exported from Oregon	
TOTAL Diesel Volume (TDV) (automatically calculated***)			

* TDV is the Total Diesel Volume and is calculated by summing the total volumes of petroleum diesel, renewable diesel and biodiesel imported into Oregon and purchased above the rack, rounded to the nearest whole number. The TDV must not include the volume of petroleum diesel, renewable diesel or biodiesel exported from Oregon or imported then sold to an unaffiliated position holder above the rack.

** Net gallons are a standardized volume, corrected for temperature. Use of net gallons aligns with Oregon CFP reporting requirements, see ORS 340-253-0640(4)(A-C).

***TDV calculation: $TDV = (\text{Total volume of petroleum diesel fuel imported to Oregon} + \text{total volume of renewable diesel fuel imported to Oregon} + \text{total volume of biodiesel fuel imported to Oregon} + \text{total volume of petroleum diesel fuel purchased in Oregon} + \text{total volume of renewable diesel fuel purchased in Oregon} + \text{total volume of biodiesel fuel purchased in Oregon}) - (\text{total volume of petroleum sold above the rack in Oregon} + \text{total volume of renewable diesel fuel sold above the rack in Oregon} + \text{total volume of biodiesel fuel sold above the rack in Oregon} + \text{total volume of petroleum diesel fuel exported from Oregon} + \text{total volume of renewable diesel fuel exported from Oregon} + \text{total volume of biodiesel fuel exported from Oregon})$.

****Ensure purchased and sold above rack volumes follow requirements for section 5.A.3

Book and Claim Volume (BCV) is the qualifying volume of fuel that must comply with PCC Section 16.60.025. Fuel importers and position holders will report to the following information to the city to calculate the BCV value.

Required Data Collection for Book and Claim Volume		Selection Options	Reported Values
15	Percent of diesel fuel sold in Portland*	Drop down to select "Deemed Value" or "User Reported Value"	If deemed value: For 2024, Portland's share of state population: 14.9% <i>(automatically included)</i> If user reported value: <i>(Data field to enter percentage)</i>
16	Percent of minimum biofuel content required by Chapter 16.60	For 2024 and 2025: 15% For 2026: 32.5% <i>(6 months x 15% + 6 months x 50%)/12 = 32.5%</i> For 2027, 2028 and 2029: 50% For 2030: 74.5% <i>(6 months x 50% + 6 months x 99%)/12 = 74.5%</i> For 2031 and beyond: 99%	<i>(Automatically calculated based on reporting period entered for Question 1)</i>
Book and Claim Compliance Volume (BCV) <i>(automatically calculated**)</i>			XXX net gallons

* Determining volume sold in the City. Fuel importers and position holders are encouraged to work with resellers, distributors, nonretail dealers and retailers to track the volume of fuel delivered to retail stations or wholesale purchase consumers in the City. If fuel importers or position holders choose not to track fuel sold in the City, a deemed value will be used. The deemed value assumes the volume of diesel fuel sold in the City is comparable to that sold in the rest of Oregon on a per capita basis. The approved deemed value for 2024 compliance reporting is 14.9%.

** BCV is calculated using the following formula:

$$BCV = TDV \times \text{Percentage of diesel fuel sold in the City} \times \text{Percentage of biofuel required}$$

XXX net gallons are reported for this reporting period (QX 20XX). Supporting information must be uploaded with this book and claim report to show evidence of the volumes reported above and their associated CI values or Oregon Fuel Pathway Codes.

Note: Annually, book and claim reports and supporting information must demonstrate that a sufficient volume of fuel with a weighted average at or below 40g CO₂e/MJ was imported or purchased in Oregon to meet the calculated book and claim volume for the full annual compliance period.

Covered entities using book and claim compliance are required to maintain source information verifying the values reported in the BCV calculation. Source information must be maintained in accordance with the recording keeping requirements in Section 9.

The City of Portland accepts third-party verification of mass-balanced volumes that are submitted to Oregon Clean Fuels Program. If Oregon requires verification changes resulting from third-party verification, it is incumbent on the reporting entity to inform the City.

After completing calculation:

Question	Response
<p>17 If annual report: Shows calculated compliance volume and require approval: Fuel importer or position holder demonstrates that they have imported or purchased into Oregon XXX net gallons of biofuels with a weighted average at 40g CO₂e/MJ or below during the compliance period. Is this correct?</p> <p>If quarterly report: Shows calculated compliance volume and require approval: Fuel importer or position holder demonstrates that they have imported or purchased in Oregon XXX net gallons of biofuels with a weighted average of XXX CO₂e/MJ during the reporting period. Is this correct?</p>	<p>(Yes/No)</p> <p><i>(XXX entries automatically calculated from compliance volume above)</i></p>
18	Link to upload back-up documentation. (required field)
19	Any comments or clarifications regarding back-up documentation, including differences in info reported to Oregon CFP. (Text box/comment field)
20	Does your back-up documentation include proprietary information or trade Secrets? (Yes/No)
21	Sign form and attest to accuracy. (see below)

Attestation statement:

By checking the box below, I certify under penalty of perjury that all information uploaded online by me is true, accurate and complete.

Should Oregon require verification changes resulting from third-party verification of mass balanced volumes reported in this period, I understand that it is my responsibility to share those changes with the City of Portland.

I also acknowledge that uploading false, misleading or incomplete information may result in prosecution for perjury and penalties under Portland City Code Chapter 16.60.



[Date]

[Typed Full Name]